

Business Dress and Appearance Policy

Approval and oversight
Governors
Responsibility
Principal
Strategic monitoring of procedures
Vice Principal
Operational management
Teaching staff and tutors
Implementation
All staff

This version: 2.0

Originally approved by Governing Body 16 June 2015

This version updated by Gordon Aitken, Principal on 18 July 2016

Signature of Clerk to Governors:

Signature of Principal

Record of variations with this version:

- **Redefinition of minimum requirements**

Frequency of revision: 3 years

Next due for revision: June 2020

1. Introduction

South Wiltshire UTC will ensure students are prepared for their future careers by building an understanding of the importance of self-respect, professional appearance and positive impressions.

2. Aims

The aim of the policy is to set out clear guidelines that will enable staff, students and parents to share a common understanding of what is meant by the term “business dress”. South Wiltshire UTC does not have a formal uniform but expects all students to dress suitably for a professional business environment and this policy provides clear illustrations of what constitutes professional business dress. In the event of any doubt parents are strongly advised to contact the UTC before making purchases.

The aim of the policy and approach is to help students develop a good understanding of what constitutes professional dress and of the impression given by their appearance. South Wiltshire UTC expects staff and governors to embody and exemplify the Business Dress and Appearance Policy by dressing appropriately for the context of their activity whenever they are on UTC business.

The Business Dress and Appearance Policy has been drawn up to help students align their appearance to the expectations of professional workplaces and to help them build positive public perceptions of the quality of UTC students.

Specifically, the policy aims to:

- promote a sense of pride in ourselves, each other and the UTC in line with our ethos, values and beliefs;
- help students take responsibility for their appearance as an important step towards their eventual careers;
- build and maintain a sense of community, common purpose and belonging;
- support positive behaviour and discipline;
- set out dress and appearance requirements that are practical, affordable and proportionate;
- help UTC students create a good impression among visitors and employer partners;
- prevent competitive pursuit of fashion or ‘designer’ label clothes that could be distracting in lessons, undermine the confidence of those unable to afford such items or fragment the UTC community; and
- to help nurture cohesion among the student body by ensuring students feel equal to their peers and take a pride in their individual and collective appearance.

3. Key principles

We expect all employees, students and governors at South Wiltshire UTC to dress appropriately for business. The judgements and interpretations made by UTC staff in enforcing appearance guidelines will be made with common sense, respect and compassion. The aim is to help students give an individual and collective impression that raises the reputation of the whole UTC.

Unless otherwise stated, the following principles apply to the whole UTC community.

- Everyone is required to dress in a professional and business-like manner, relevant to the context in which they are operating and the tasks they are performing.
- All students and staff must have their identification badges on clear show at all times.
- Students are required to wear smart business wear that is predominantly of a single colour, for example blue, navy, black or dark grey. Excessively bright colours or strong patterns will not be appropriate. Denim in any colour is unacceptable.
- The UTC will provide an opportunity for parents to buy, using the power of collective purchase, durable and good quality jackets and trousers/skirts that comply fully with this policy however it is not compulsory to buy business dress from this source.
- Students may wear business dress bought from elsewhere but parents must use this policy as a guide to what is appropriate.
- In particular, skirts must be well-lined, of reasonable length (not significantly above the knee) and must not be tight or figure-hugging (e.g. “bodycons”).
- Trousers must be smart and professional and should not be either body-hugging or excessively loose. Jeans/denim, tracksuit bottoms, leggings (unless under skirts) or casual trousers are not acceptable. Torn or deliberately distressed material is not acceptable.
- Unless wearing a business dress (see below) students must wear a business shirt/blouse which may or may not have a collar. Shirts/blouses that are clearly casual in nature should not be worn. Shirts/blouses may have short or long sleeves.
- Students may wear business/professional dresses which must not have bare shoulders or be low-cut. Plain tights should be worn under business dresses.
- There is no requirement to wear a tie although students opting not to wear one must ensure that their shirt/blouse is smart and that they look professional.
- The UTC business dress supplier (see website) stocks Year 10 and Year 12 ties but students may wear ties of their own choosing provided these are professional in appearance and do not have novelty designs or slogans.
- Jumpers (but not hoodies or sweatshirts) may be worn under jackets provided these are predominantly one colour and do not have large logos or any slogans.
- Shoes worn by students must be black, brown or dark navy, formal, smart and of a height suitable for the planned activities of the day. They must have suitable grip for the varied floorings in the UTC’s learning areas. Socks should be formal; white socks, bright colours or sports socks are not acceptable.
- Trainers, canvass or other casual shoes are not acceptable.
- Hair should be neat, clean and tidy and of a colour that is either natural or that could reasonably be considered as suitable for a business meeting or environment. The Principal will be the sole arbiter of whether an artificial hair colour is giving an



unbusiness-like impression and may request that the colour be changed within a reasonable timescale.

- Headgear worn for religious purposes is permitted. Facial coverings for religious reasons are expected to be removed whilst at the UTC to ensure individuals are identifiable for Safeguarding reasons.
- Any jewellery, including earrings, worn should not be excessive or likely to cause a health and safety hazard (for example the risk of being caught in the workings of machinery or equipment).
- No jewellery worn through body piercing, other than small earrings or minimal studs, should be visible. Parents may apply to the Principal if a student is required to wear specific items for religious requirements.
- Personal adornment of all descriptions should be kept to a minimum to reflect the professional, business-like ethos of the UTC. This includes make-up, facial hair or artificial stainings. False nails should not be worn. Parents may apply to the Principal if a student is required for religious reasons to have specific adornments.
- No tattoos should be visible whilst at the UTC or when representing the UTC in any capacity.
- Staff will exercise discretion regarding adjustments for extreme conditions.

Students are expected to attend the UTC in business dress every day, including while on UTC related activities such as visits and trips, unless a specified activities dress code has been issued.

The UTC will alert students and parents if it believes a student’s dress or appearance are not in keeping with the Policy. The alert will take the form of a reasonable and balanced discussion of the impression being given.

In serious cases where in the opinion of the Principal a student’s appearance is unacceptable, the student may be required to return home to change. In these circumstances, the parent will be contacted and informed of the situation prior to the student leaving site.

Persistent and/or deliberate non-compliance of the Business Dress and Appearance Policy will be dealt with as a disciplinary matter.

Physical Education Clothing

P.E. Kit (Staff and Students)
UTC polo shirt in Navy obtained through the official suppliers or a plain blue top
Navy Shorts
Navy Tracksuit Bottoms
Navy Sweatshirt
Suitable footwear for the surface/activity

Specialist Curriculum Activities

Science: the UTC will provide lab coats and standard safety glasses for health and safety. Students may bring their own safety glasses if they wish providing they are deemed suitable by the member of staff in charge of the activity.

Engineering: Overalls will be provided for those students who specialise in engineering options, where the activity requires this. Where an activity requires safety boots the UTC will establish a system whereby students can obtain boots of the correct size and design.

Support for Families

The UTC will devise and publicise appropriate financial support for families to ensure that no student is denied access to the UTC because of the costs of complying with the requirements set out in this Policy.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Business Dress and Appearance policy.



APPENDIX 1. Policy Framework

This policy has been developed in accordance with the principles established by:

- Guidance on School uniform DFE 2103
- <https://www.gov.uk/government/publications/school-uniform>

It has also been designed in line with the following information:

- <https://www.gov.uk/school-uniform>

APPENDIX 2: Policy and Guideline Linkage

All UTC policies and guidelines are connected. However some are very closely linked and should therefore be applied in conjunction with each other. This grid gives an overview of the closest connections.

		Green = very closely linked (operate in conjunction). Amber = close links and reinforcement.																																															
		Safeguarding	Behaviour	Radicalisation	Anti-bullying	Complaints	Offsite	Home UTC	Admissions	SEND	Business dress	Health & safety	Finance	Assessment	Curriculum	Data protection	DDA	English AL	e-Safety	Exclusions	First aid	FoI	Sex /relationships	Single Central Record	Teaching & learning	Whistleblowing	Looked after children	Equality & diversity	Pupil premium	Staff capability	Fire safety	Allegations of abuse	Discipline & grievance	Teacher appraisal	Attendance	Bursaries & support	Values and citizenship	UTC website	Staff handbook	Student handbook									
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
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2	Behaviour		Green																																														
3	Radicalisation			Green																																													
4	Anti-bullying				Green																																												
5	Complaints & Feedback					Green																																											
6	Offsite safeguarding						Green																																										
7	Home UTC agreement							Green																																									
8	Admissions								Green																																								
9	SEND									Green																																							
10	Business dress										Green																																						
11	Health & safety											Green																																					
12	Financial regulations												Green																																				
13	Assessment & reporting													Green																																			
14	Curriculum														Green																																		
15	Data protection															Green																																	
16	Disability discrimination																Green																																
17	English additional language																	Green																															
18	e-Safety																		Green																														
19	Exclusions																			Green																													
20	First aid																				Green																												
21	Freedom of information																					Green																											
22	Sex & Relationships																						Green																										
23	Single Central Record																							Green																									
24	Teaching & learning																								Green																								
25	Whistleblowing																									Green																							
26	Looked after children																										Green																						
27	Equality & diversity																											Green																					
28	Pupil premium																											Green																					
29	Staff capability																												Green																				
30	Fire safety																													Green																			
31	Allegations of abuse re staff																														Green																		
32	Staff discipline & grievance																															Green																	
33	Teacher appraisal																																Green																
34	Attendance																																	Green															
35	Bursaries & support																																		Green														
36	Values and citizenship																																			Green													
37	UTC website																																					Green											
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39	Student handbook																																																